

**July 2, 2001**

TO: Regional Administrators  
Regional Directors  
College WorkFirst Coordinators  
Local Planning Areas

FROM: Paul Knox, Assistant Director  
Office of Trade & Economic Development

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Nelson Meyers, Assistant Commissioner  
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State Board for Community & Technical Colleges

**SUBJECT: WORKFIRST FULL-TIME TRAINING OPTIONS**

The goal of WorkFirst is to help parents get jobs, exit welfare and lift their families out of poverty. Work offers the best opportunity for families to increase their income and create a better life. WorkFirst recognizes that one size does NOT fit all. People are different and may take different paths to employment success. WorkFirst now offers two kinds of full-time training (pre-employment training and high-wage, high-demand training) that may be the path for some families to get better, higher-paying jobs.

Pre-employment training (PET) is an important WorkFirst component that leads to employment. Initial outcome data indicates that PET results in higher entry-level wages and increased job retention. These outcomes help WorkFirst participants gain a stable foothold in the work force and prevent further dependence on public assistance. That's why PET, and other limited full-time training, may be useful to help some WorkFirst clients exit TANF for good.

This memo and the attachments will explain how we plan to strengthen the success of PET programs across the state and add additional highly targeted full-time training options to the WorkFirst toolkit.

When headquarters reviewed PET, they found it works best when there is a strong partnership between DSHS, ESD, and community/technical college staff. As a result, WorkFirst partners have jointly developed the attached guidelines, including:

- A structured referral process where ESD makes referrals and provides job placement when training ends,
- A more active role for WorkFirst college coordinators in approving training and monitoring satisfactory progress,
- Automation supports to make it easier for partners to communicate,
- A client requirement to complete a success plan (as up-front planning for increased wages and TANF exit), and
- A brief description of new operational reports to measure results.

The attached material also includes a description of the new WorkFirst full-time training option – called high-wage, high-demand (HWHD) training, to complete a college certificate or degree.

HWHD will use the same referral process, automation supports, and operational measures as PET. However, HWHD is different from PET because it targets clients who

#### **Key Features of High-Wage/High-Demand (HWHD) Training**

1. To qualify for HWHD, clients must:
  - a. Be able to meet all of the pre-requisites for the program,
  - b. Obtain a certificate or degree within 12 calendar months,
  - c. Make satisfactory progress, and
  - d. Finish training with job placement or job search.
2. There are two HWHD tracks:
  - a. **Information technology & health care:** Allows clients to start and finish a one-year community/technical college training program in these fields; and
  - b. **Certificate/degree completion:** Allows client to finish up the last year of a two- or four-year certificate or degree on an exception basis.
3. HWHD training uses the same referral process, automation supports, and operational measures as PET.

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can succeed in longer-term (up to 12 months) college programs leading to a good job and stable self-reliance. We expect fewer clients will be prepared to take advantage of this option, compared to PET.

We will be monitoring the full-time training (PET and HWHD) changes carefully to see if the new procedures work well and to document results. If you have any questions, you may contact any of the following staff:

- Sandy Jsames (DSHS) at [jsamesm@dshs.wa.gov](mailto:jsamesm@dshs.wa.gov) or 360-413-3239
- Glynnis Ashley (ESD) at [gashley@esd.wa.gov](mailto:gashley@esd.wa.gov) or 360-438-4063, or
- Kelly Holmes (SBCTC) at [kholmes@sbctc.ctc.edu](mailto:kholmes@sbctc.ctc.edu) or 360-586-0589.

Attachment

cc:	Community Service Office Administrators	ESD/DSHS WorkFirst Coordinators
	Job Service/WorkSource Administrators	Community Jobs Contractors
	DSHS Financial Supervisors	ESD WorkFirst Supervisors